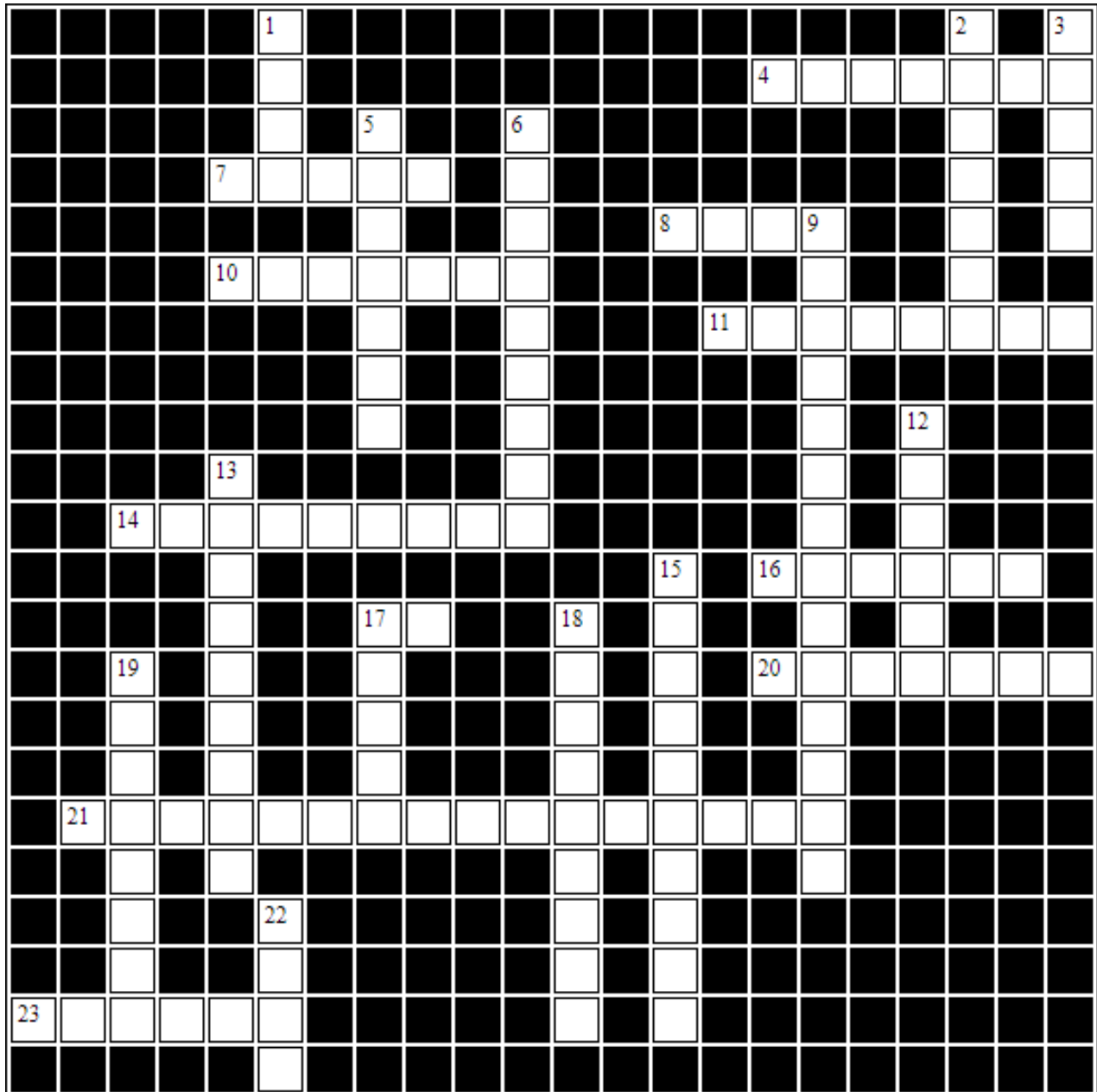


AP Information Management Crossword Puzzle Activity

How much did you learn? Use the across and down clues to help you solve the puzzle. Feel free to use the lecture, readings, worksheets, etc. from this module to help guide you to the correct answer if needed. Turn to page four for the correct answers.

Crossword Puzzle:



Down

- 1 One of the five steps of Accounts Payable automation, this step involves turning your paper invoices into a digital form.
- 2 Companies reduce handling by 53% by switching from paper to this type of invoices.
- 3 This is an increase in an asset or expense account or a decrease in a liability or equity account.
- 5 This document is used to prove that payment was made.
- 6 This type of matching is used when processing an invoice, purchase order, and delivery receipt to ensure amounts are correct on all three items.
- 9 This type of document is the first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services.
- 12 This is an increase in a liability or equity accounts or a decrease in an asset or expense account.
- 13 The term used to describe the inflow and outflow of cash in an organization.
- 15 Doing this to your manual accounting processes will increase productivity and save you money.
- 17 What is an official inspection of an organization's accounts and records to confirm they comply with regulations called?
- 18 These type of cost is drastically reduced when an organization decides to automate Accounts Payable processes.
- 19 AP departments often receive one of these when they pay invoices early instead of on-time or late.
- 22 This W ___ form is used by the IRS to request a taxpayer identification number.

Across

- 4 70 -80% of these in the United States are still paper-based.
- 7 Automating your Accounts Payable department includes the ability to automatically extract and enter these types of values. Examples include invoice number, invoice date, invoice amount, etc.
- 8 The abbreviation of the general rules and regulations in accounting.
- 10 This term is any cost incurred by the business.
- 11 This refers to the execution of business processes where tasks, information, or documents are passed from one-step to another until completion.
- 14 All debts that a company has yet to pay are referred to as this.
- 16 Another name for a supplier is a?
- 17 The common abbreviation for Accounts Payable.
- 20 Three key benefits for business that automate Accounts Payable processes include increasing efficiency, firmer ___ of information, and substantial savings.
- 21 This department is responsible for making payments owed by the organization to suppliers and other creditors.
- 23 The final step of the five steps of Accounts Payable automation is?

Solution:

